

Office Memorandum • UNITED STATES GOVERNMENT

STATINTL

TO :

DATE: 27 March 1952

FROM :

SUBJECT: Report for Week 20-27 March 1952

1. Much progress has been made on arranging for speakers and subjects to be included in the Sixth Agency Orientation Course, plus the other details essential for putting on the Program. Biographical sketches and synopses of the lectures have been received from many of those participating. We are currently working on following up with the others which have not yet come in.

2. We have been in touch with the Army, Navy and Air Force, in addition to the State Department, allotting to each Agency five slots for special guests. The names have already been received and are being relayed to Inspection & Security so as to conduct a name check on the persons involved. This will be followed by the issuance of temporary passes to expedite the entrance and exit at the Auditorium.

3. It has now been definitely determined that we are to plan the Orientation Program without counting upon the Director. I have already talked to Mr. Allen Dulles, who has agreed to give the "D/CI's Message" on the opening day of the Orientation Program.

4. Mr. Stuart Hedden, Inspector General, was very pleased with the invitation to participate on the Program. He will fit in on the last day in the slot previously set aside for Mr. Dulles.

5. Have already sent the requirements to the Graphics Division for new charts and revamped charts for the Orientation Program.

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6. At the beginning of the week, all of the Initial Registration Slips of previous Orientation Courses were turned over to [redacted] of O&M, who is acting as the intermediary in getting the new cards printed for the next Orientation Program. This is in keeping with previous discussions on which it was agreed that the cards would be made to fit the IBM machines and, in that way, we can render information immediately available to many offices.

7. During the week, three special undertakings are noted:

- a) Conducted a VIP Indoctrination for Mr. Robert Amory, the new Assistant Director in charge of the Office of Research and Reports.
- b) Went to Fort Holabird to address Senior CIC Officers and Officer Faculty Members.
- c) Addressed the Inspection & Security men meeting in Washington. It is interesting to know that at the I&S lectures four people were sent from I&S Headquarters in Washington, including [redacted] who regularly puts on one of the Security briefings.

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JOB NO. BOX NO. FID NO. DOC. NO. 49 NO CHANGE
 IN CLASS CLASS CHANGED TO: TS S C RET. JUST.
 NEXT REV DATE REV DATE 3/24/88 REVIEWER 006199 TYPE DOC. 02
 NO. PGS 2 CREATION DATE ORG COMPL. ORG CLASS M
 REV CLASS U REV COORD. AUTH: HR 70-3

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8. A letter was sent to this office from [REDACTED] of the Administration Building, asking the services of the Chief, Orientation and Briefing Division, to speak at the Command and Staff School of the Air University during May. An affirmative response on this has been prepared for the signature of the Director of Training.

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9. During the week, [REDACTED] attended the Intelligence Indoctrination on Monday, 24 March. This figure included 14 persons from the Office of Operations' field offices. On Tuesday, 25 March, [REDACTED] attended. Included in the [REDACTED] were 4 Personnel Procurement officers and 4 Telephone Operators. Hence, the total of new persons who took the Intelligence Indoctrination Course, under Regulation [REDACTED] was [REDACTED], and the overall total of all in attendance was [REDACTED]

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[REDACTED]
Chief, Orientation and Briefing Division

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